



**Bid Document Checklist**

<b>Bid Document:</b>	
<input type="checkbox"/>	Are you authorized by the Department to bid on this project?
<input type="checkbox"/>	Did you attend any required pre-bid conference?
<input type="checkbox"/>	Was any required technical prequalification submitted?
<input type="checkbox"/>	Are you aware if your affiliates are bidding on the same project?
<b>Bid Document Preparation:</b>	
<input type="checkbox"/>	Is the bid document to be submitted as an official bid document issued by the Department?
<input type="checkbox"/>	Are you submitting only one bid document for this project?
<input type="checkbox"/>	Is bid document signed by your company representative or each joint venture participant?
<input type="checkbox"/>	Have you entered amounts for all bid items?
<input type="checkbox"/>	If using a computer printout, has it been signed by your company representative or each joint venture participant?
<input type="checkbox"/>	Have you acknowledged every addendum by marking, where indicated, on the bid document?
<input type="checkbox"/>	Does the bid document (or computer printout) contain the proper number of bid items?
<input type="checkbox"/>	Does the bid document contain any conditions not included in the bid document provided to you?
<input type="checkbox"/>	Does the bid contain the proper number of working days as reflected in the bid document?
<input type="checkbox"/>	Did you enter prices for all alternate or all base bid items?
<input type="checkbox"/>	Did you enter prices for all base bid and all alternate items, when required by the bid document?
<b>Bid Bonds:</b>	
<input type="checkbox"/>	Is the bid bond signed by the surety?
<input type="checkbox"/>	Is the bid bond signed by the company representative or each joint venture participant?
<input type="checkbox"/>	Is the exact name of the contractor(s) listed as the principal?
<input type="checkbox"/>	Is the impressed surety seal affixed to the bid bond?
<input type="checkbox"/>	Does the name on the surety seal match the name of the surety on the bond?
<input type="checkbox"/>	Is the bond dated on or before the letting date of the project?
<input type="checkbox"/>	Is the signer for the surety listed on the power of attorney attached to the bond?
<input type="checkbox"/>	Is the surety authorized to issue the bond?
<input type="checkbox"/>	Are the county and control numbers reflected on the bid bond the correct ones for this particular bid?
<b>Guaranty Checks</b>	
<input type="checkbox"/>	Is the check a cashier's check, official check, bank money order, or teller's check?
<input type="checkbox"/>	Is the check dated on or before the letting date?
<input type="checkbox"/>	Is the check less than 90 days old?
<input type="checkbox"/>	Is the check made payable to the Texas Transportation Commission?
<input type="checkbox"/>	Is the check drawn on a state or national bank or credit union?
<input type="checkbox"/>	Is the check for at least the amount shown in the bid document?
<b>Bid Document Submission:</b>	
<input type="checkbox"/>	Was the HUB plan submitted?
<input type="checkbox"/>	Are you aware of the time and date deadline for submission of the bid document?
<input type="checkbox"/>	Are you aware of the proper delivery location for the bid document?
<input type="checkbox"/>	Are you submitting a complete bid document?
<input type="checkbox"/>	Is the bid submitted in a sealed envelope?

We have noted continued errors in bids submitted to the Department which have caused bids to be declared nonresponsive. Please use the checklist on the reverse of this page to help with the acceptability of your bid.